

SAMPLE PERMIT CHECKLIST

Appendix A

[Insert Town/City Name]

Note - The purpose of a project permit checklist is to clearly communicate the steps that must be completed by an applicant to receive approval to install a residential solar PV system. The checklist should reflect the regulatory process in place in your community, points of contact, and associated costs. The sample checklist below is based on the sample permit available in this Guide (Appendix B). This sample checklist serves only as an example, and should be adjusted to the process in your community.

The Town/City of *(Insert Name)* encourages the installation of renewable energy systems through a clear and predictable permitting process outlined in this checklist. The permit application form and associated materials can be found at www.InsertTownWebsite.gov. The required elements for permit applications for solar PV installations are detailed below.

Permit Process:

The point of contact for solar PV permits is *(Insert Name)*, and can be contacted at *(Insert Contact Information)*.

The applicant (owner or system installer on behalf of owner) must complete the following steps:

- ☐ Complete a *(insert type of permit)* permit application (available at www.InsertTownWebsite.gov).
- ☐ Assemble supporting documents including:
 - Electrical One-Line Diagram (see Appendix B-1 for example)
 - One-Line Site Plan (see Appendix B-2 for example)
 - Attachment and/or Mounting Details (see Appendix B-3 for example)
 - Solar PV Module Specification Sheet
 - Inverter Specification Sheet
 - Pole or Ground Mount Information
 - Structural Review Worksheet (see Appendix C for example)
- ☐ Associated Costs:
Insert cost of permit, indicate when fee is due and accepted methods of payment
- ☐ Submit permit materials by:
 - Email to *(Insert email address)*
 - Mail to *(Insert mailing address)*
 - In person at *(Insert physical address)* – provide hours
- ☐ After receiving a permit, the applicant may proceed with installation of the solar PV system. All permits must be posted in a visible location as instructed.
- ☐ Once the system installation is complete, please contact *(Insert Name or title, and phone number or prefer method of communication)* to schedule an inspection.